ANNUAL REPORT

—OF—

The Harlem Library,

—FOR—

the year ending May 31, 1896.

OFFICERS AND TRUSTEES

OF

The Harlem Library,

1895-96.

PRESIDENT:

CHARLES B. TOOKER.

VICE-PRESIDENT:

D. PHŒNIX INGRAHAM.

SECRETARY:

EDGAR K. BOURNE.

TREASURER:

EDGAR KETCHUM.

TRUSTEES:

CHARLES W. DAYTON.
CHARLES B. TOOKER.
D. PHŒNIX INGRAHAM.
EDGAR K. BROWN.
EDWARD P. STEERS.
EDGAR KETCHUM.
EDGAR K. BOURNE.

LIBRARIAN:

GEORGE M. PERRY.

LIBRARY BUILDING 32 WEST 123D ST., NEW YORK CITY.

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ANNUAL STATEMENT OF THE HARLEM LIBRARY,
June 2d, 1896.

In accordance with the By-Laws of The Harlem Library, the Trustees submit the following report for the year just closed:—

REPORT

OF THE

TREASURER OF THE HARLEM LIBRARY,
for six months, ending December 1st, 1895.

Balance as per last account, dated June 1st, 1895 -	$2,268.28
Received for fines and subscriptions since last report - - - - -	587.43
Received from Tremont Station - - -	2.00
Received from rents - - - -	1,131.86
Received from sale of stock - - - -	50.00
Received interest on bond and mortgage -	25.00
Received interest on deposits - - -	4.60
	$4,069.17

EXPENSES.

Salaries - - - - - -	$1,234.95
Binding - - - - - -	95.85
Books - - - - - -	409.09
Gas - - - - - - -	219.74
Furniture and repairs - - - -	206.03
Stationery and printing - - - -	129.72
Interest - - - - - -	112.50
Ice - - - - - - -	18.90
Coal - - - - - -	200.00
	$2,626.78
Balance on hand - - -	$1,442.39
	$4,069.17

Respectfully submitted.

EDGAR KETCHUM,
Treasurer.

New York, December 2d, 1895.

REPORT

OF THE

TREASURER OF THE HARLEM LIBRARY,

for six months, to the 1st of June, 1896.

Balance as per last account, dated December 1st -	$1,442.39
Received for fines and subscriptions since last report	658.02
Received for rents - - - - -	1,523.53
Received from Tremont Station - -	3.75
Received for sale of stock - - - -	100.00
Received interest on bond and mortgage, F. Seymour	28.50
Farmers Loan and Trust Co., interest - -	3.20
	$3,759.39

EXPENSES.

Salaries - - - - - -	$1,200.00
Binding - - - - - -	181.65
Books - - - - - -	420.27
Gas - - - - - -	373.45
Furniture and repairs - - - -	154.54
Stationery and printing - - - -	62.30
Ice - - - - - - -	8.70
Adrian H. Joline, interest paid for six months -	112.50
Coal - - - - - -	82.00
Insurance - - - - -	54.00
	$2,649.41
Balance on hand - -	$1,109.98
	$3,759.39

Respectfully submitted.

EDGAR KETCHUM,
Treasurer.

New York, June 2d, 1896.

REPORT OF THE LIBRARIAN.

The records of 1895-6 show some encouraging features, when compared with those of the previous year. In 1894-5 the subscription list, for some reason, suffered a loss during the latter part of the season, and the year closed with a considerably smaller number of subscribers than at the end of May, 1894. This year there has been no such loss, and the number, at the last count in May, stood slightly higher than at the end of May, 1895, making a small actual, and a large comparative, gain. The number of annual subscribers remains comparatively large, causing less fluctuation between summer and winter.

The rule adopted last November, reserving the use of the library for shareholders and subscribers, I believe has been proved to be a wise one, securing to members greater quiet and more certainty of obtaining seats at the reading room tables, and the use of the periodicals. It is probable, also, that it has had a good effect on the subscription list. This rule, while it has been applied to those who wished to make regular use of the library, has not been interpreted to exclude occasional visitors who were seeking for information that might be found in one of the works of reference.

Some gain has been noted during the year in the use of books in certain branches of study. Education and psychology may be specially mentioned. The proportion of fiction remains large, which may always be expected in a general library. The circulation table, however, does not by any means indicate the proportion of the books of this class on the shelves. Other classes are well represented there; and in the lists of new books that are recommended for purchase, while the desire for recreative reading is not forgotten, care is taken to provide, as far

as possible, for the needs of students and those who are reading for information. A great deal of such reading is done in the library, for which it would be difficult to give statistics.

Donations have been numerous, many of them useful, and some of considerable value.

A much smaller number of books is reported as worn out, defective, etc., this year than last, owing to the superior durability of the binding that has been done for the library.

The attempt made recently to interest the citizens of Harlem in the library by sending out circulars setting forth its character and resources, etc., has not met with very great success, as far as appears; though possibly a few new subscriptions have been obtained in that way. The time of the year, however, was not the most favorable for such an experiment.

The growth of the membership of this library has probably been somewhat retarded by the presence of a free library in the vicinity; but recent experience would seem to show that The Harlem Library is holding its own, and that a subscription library may expect steady patronage if the wants of its members are studied and an effort made to supply them.

Respectfully submitted.

George M. Perry,
Librarian.

STATISTICS OF THE HARLEM LIBRARY,

June, 1895—May, 1896.

Estimated number of volumes in the library, June 1, 1895, about 18,570.
Besides an unknown number of pamphlets.

ADDITIONS DURING THE YEAR.

1895.	Volumes.	Pamphlets.
June	44	8
July	90	6
August	13	16
September	39	6
October	88	9
November	77	11
December	98	25
1896.		
January	110	18
February	65	57
March	88	22
April	115	86
May	97	347
Total	924	611

Deduct as worn out, defective, etc. ..... 57 volumes.
" " duplicates for sale ..... 28 "
" " loaned and not returned ..... 28 "
" " broken set given in part payment for new set ..... 7 "
" " altered in binding ..... 3 "
" " lost ..... 3 "
" " destroyed on account of contagious disease ..... 1 "
127 "

Making a net gain of 797 volumes, and 611 pamphlets and numbers of periodicals.

NUMBER OF SUBSCRIBERS.

(A count is made weekly. The last count for each month is here given.)

1895.	
June 24	419
July 29	386
August 26	363
September 30	401
October 28	471
November 25	528
December 30	549
1896.	
January 27	556
February 24	559
March 30	585
April 27	542
May 25	484

BOOKS DRAWN FROM THE HARLEM LIBRARY, 1895–96.

	CLASS.	June	July	August	September	October	November	December	January	February	March	April	May	Totals
A	Fine Arts, Useful Arts, and Amusements	18	16	21	31	28	36	25	26	28	37	33	23	322
B	Biography	59	52	39	43	62	69	60	85	98	82	69	82	800
D	Poetry and Drama	35	16	18	25	39	53	39	45	52	77	42	58	499
E	Education	9	6	4	5	10	12	8	20	15	20	13	21	143
F	Fiction (adult and juvenile)	2427	2066	1902	2202	2733	3081	2889	3177	3072	3263	2808	2480	32100
G	German Language and Literature	1	5	5	2	1			1		1			16
H	History	67	52	35	45	92	103	87	114	105	93	76	75	944
K	Language, Rhetoric and Elocution	3	3	1	10	9	7	3	7	5	1			49
L	General Literature and Collected Works	57	43	42	55	119	122	106	114	98	144	100	80	1080
M	Medicine, Hygiene, etc	3	11	8	8	6	8	6	5	5	14	7	10	91
N	Natural History	12	13	6	10	12	13	13	16	17	23	17	18	170
O	French, Italian, & Spanish Languages & Literature	1	4	1			2	2	3	2	6	2	1	24
P	Philosophy	7	10	11	12	13	17	17	11	18	17	17	13	163
R	Theology and Religious Works	5	11	10	9	14	8	12	29	17	33	18	9	175
S	Science and Mathematics	12	4	12	9	15	7	9	4	13	26	19	11	141
T	Geography, Travel, etc	46	56	38	59	68	63	54	53	55	53	52	26	623
U	Political, Social, and Legal Science	6	4	6	11	17	23	15	17	18	14	15	14	160
V	Work of Reference	1												1
W	Periodicals	51	26	44	54	72	87	103	101	96	83	77	42	836
	Totals	2820	2398	2202	2590	3310	3711	3449	3828	3714	3987	3365	2963	38337

PERIODICALS RECEIVED AT THE HARLEM LIBRARY, 1895-96.

Those marked with a * are donations.

American Monthly.*
Arena.
Art Amateur.
Atlantic Monthly.
Blackwood's Edinburgh Magazine.
Bullinger's Monitor Guide.
Century.
Chautauquan.
Cleveland World.*
Collier's Weekly.*
Conservator.*
Cosmopolitan.
Critic.
Cyclopedic Review of Current History.
Eclectic Magazine.
Edinburgh Review.
Engineering and Mining Journal.
Forest and Stream.
Forum.
Gaze's Tourist Gazette.*
Harlem Life.*
Harlem Local Reporter.*
Harper's Bazar.
Harper's Monthly.
Harper's Round Table.
Harper's Weekly.
Illustrated American.
Illustrated London News.
Library Journal.
Life.
Lippincott's Magazine.
Literary News.
Literary World.
Littell's Living Age.
Nation.
New England Magazine.
Nineteenth Century.
North American Review.
Official Gazette of the U. S. Patent Office.*
Our Times.
Outing.
Outlook.
Pall Mall Magazine.
Popular Science Monthly.
Post-Graduate.*
Printers' Ink.*
Publishers' Weekly.
Punch.
Railroad Car Journal.*
Review of Reviews (Amer. ed.).
St. Nicholas.
School.*
Scientific American.
Scientific American, building ed.
Scribner's Magazine.
Translations and Reprints from the Original Sources of European History.
United States Official Postal Guide.
Youth's Companion.

DONATIONS TO THE HARLEM LIBRARY, 1895-96.

	Volumes.	Pamphlets.
Aguilar Free Library Society (N. Y. City)		1
American Humane Association		2
American Humanitarian League		1
Boston Public Library		2
Brooklyn Library		1
Buffalo Common Council		1
Butte (Mont.) Free Public Library		1
Carnegie, Mr. Andrew	1	
Chicago Public Library		1
Cincinnati Public Library		1
Cleveland Public Library		1
Clute, Mr. A. M	1	10
Colgate University		1
Collier's Weekly		52
Conservator		12
Cuban Revolutionarv Party (?)		1
Davies, Mr. John F		8
Davies, Mr. Thomas A. (?)	1	
Detroit Public Library		1
Emerson, Mr. Edwin	1	
Gaze, Messrs. Henry and Sons		12
General Society of Mechanics and Tradesmen of the City of New York	1	2
Harlem Life		52
Harlem Local Reporter		104
Harvard University	2	
Helena (Mont.) Public Library		4
Holland Society of New York	1	
Illinois Bureau of Labor Statistics	1	
"The Irving Company"	1	
Lobenstine, Mr. Wm. C	11	2
McLean, Mrs. Donald	1	
Macmillan & Co		15
Maimonides Free Library (New York City)		1
Mercantile Library of New York City		1
National Civil Service Reform League		1
New York Central Railroad	1	
New York Free Circulating Library		8
New York Life Insurance Company	1	
New York Post-Graduate Hospital		1
New York Society Library		3
New York State Bureau of Statistics of Labor	1	
New York State Factory Inspectors	1	
	26	303

DONATIONS TO THE HARLEM LIBRARY, 1895-96.

(CONCLUDED.)

	VOLUMES.	PAMPHLETS.
Forwarded	26	303
Newark Free Public Library		1
Newton Rubber Works (Mass.)		1
North Side Board of Trade of the City of N. Y.		1
Olcott, Mr. H. P	1	
Passaic (N. J.) Free Public Library	1	
Paterson (N. J.) Free Public Library		1
Pirsson, Mr. J. W	7	
Portland (Ore.) Library Association		8
Printers' Ink		12
Railroad Car Journal	2	
Reynolds Library (Rochester, N. Y.)		1
Roberts, Miss Bessie	28	
Ruhe, Mr. (?)	2	
School		21
Securities Company, Philadelphia	1	
"The Sheltering Arms"		13
Simpson, Miss (?)	4	
Smithsonian Institution	3	6
Society of Naval Architects and Marine Engineers		1
Stevenson, Mr. Hugh	6	
Syracuse (N. Y.) Central Library		1
Teachers' College (New York City)		1
Thirteen Club		1
United States Government	201	77
University of Pennsylvania	1	
University of the City of New York		4
University of the State of New York		1
Van der Stucken, Mr. F	1	
Walsh, Miss F. M	2	
Weitenkampf, Mr. Frank		7
Wingate, Miss H. S	2	1
Anonymous	5	47
	293	509

UNIVERSITY OF ILLINOIS-URBANA
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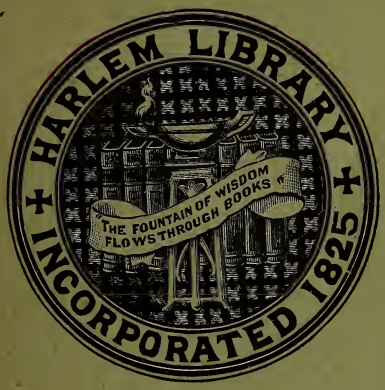
LIBRARY
OF THE
UNIVERSITY of ILLINOIS



Report for the Year Ending

May 31, 1899.

OFFICERS AND TRUSTEES

OF

THE HARLEM LIBRARY,

1899-1900.

PRESIDENT:

CHARLES B. TOOKER.

VICE-PRESIDENT:

D. PHŒNIX INGRAHAM.

TREASURER:

CYRUS L. SULZBERGER.

SECRETARY:

GEORGE W. DEBEVOISE.

EDGAR KETCHUM.

CHARLES W. DAYTON.

RONALD K. BROWN.

GEORGE LANDON.

JOHN BOTTOMLEY.

LIBRARIAN:

MISS BESSIE SARGEANT SMITH.

REPORT OF LIBRARIAN.

To the Board of Trustees of the Harlem Library:

The following is my second annual report of the Library, being for the fiscal year ending May 31, 1899:

Although the history of the Library for the year shows no events of great importance, yet a review of the work enables us to define more clearly than before our needs and to express our hopes for the future.

The circulation for the nine months of the preceding year, being the first nine months after the Library was made free, was 102,189 volumes. The circulation for the corresponding period covered by this report was 101,197 volumes. The circulation for the entire year from June 1, 1898, to May 31, 1899, was 128,207 volumes.

Owing to the limited sum of money at our disposal, enlargement in the facilities of the Library necessarily has been curtailed. But the work of organization in general has been carried forward according to the plans outlined in my report of 1898. The work of classifying, cataloging and shelf-listing has progressed steadily and with reasonable rapidity. The works of fiction, which were placed according to titles, have been book-plated, pocketed, labeled and arranged by

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authors, and with the exception of the government documents and those volumes shelved in the reading and reference rooms the Library is now accessioned. The use by the public of the card catalog shows a marked increase, and there has been a much greater use of the volumes which have been classified. This is especially to be observed in the department of biography. These facts are noteworthy and encouraging, and afford a justification of the changes which the Trustees authorized. They make it plain also, in consideration of the present circumstances of the Library, that its most urgent needs are being met as rapidly as possible, and that in its present condition its resources may be more fully enjoyed by the public.

During the first year, as a Free Library, it was felt impracticable to allow the public access to the shelves; but on September 1, 1898, this restriction was withdrawn and the entire Library was made free to the public. This change has been much appreciated, and has proved advantageous to both the Library staff and the readers.

The insufficiency of funds has been felt especially in two lines of the work—*i. e.*, the rebinding of old and the purchase of new books. There are now about 850 volumes which have been necessarily withdrawn from circulation until they shall be rebound. The majority of these are in constant demand, and it is much to be regretted that they cannot be used.

It is to be deplored, also, that the Library has fallen behind in the purchase of current literature, of all classes. It is to be hoped that in the near future some of this deficiency may be made good.

There have been added to the Library, by purchase, 709 volumes. 259 bound volumes and 290 pamphlets have been received by gift.

The reading room is very largely used, and, as now arranged, it is wholly inadequate to the calls made upon it. Its facilities can be greatly increased in ways already suggested to the Trustees, and, it is believed, without heavy expense.

One of the most urgent needs of the Library is larger and better provision for the children. They form a large proportion of the membership of the Library, but the facilities for meeting their requirements are very poor. Children fill the reading and reference rooms and crowd out the older members of the Library. There should be some place set apart where the juvenile literature can be shelved and where the children can read, with one attendant in charge. If better quarters were obtained for them, the entire Library would be relieved ; best of all, the children themselves would be more happily situated. For the Library to do its best work, some such change is essential.

The usual tables of statistics are appended.

Respectfully submitted,

BESSIE SARGEANT SMITH,
Librarian.

Classification of Circulation.

Philosophy	386
Theology	578
Sociology	373
Natural science	687
Useful arts	267
Fine arts	862
Literature	4,231
Fiction (adult)	72,021
Fiction (juvenile)	40,849
History	1,941
Biography	1,286
Travel	1,684
Education	192
Periodical literature	2,850
Total	128,207

Largest daily circulation on January 7, 1898, 746 volumes.

Additions by Classes.

Philosophy	6
Theology	13
Sociology	10
Fine arts	7
Literature	43
Fiction	592
History	15
Biography	10
Travel	13
Total	709

Gifts.

Donor.	Bound Vols.	Unbound Vols.
American Bankers' Association	1	...
" Air Brake Co.	..	1
Beattie, Mr. S.	1	...
Beth Israel Hospital	...	1
Boston Book Co.	...	3
Brooklyn Library	...	3
" Medical Society	...	2
Brown, R. K.	38	...
Butterfield, D.	1	...
Cantor, Hon. J. A.	16	...
Carnegie, A.	1	...
Chicago Public Library	...	1
Cincinnati " "	...	1
Colgate University.	...	2
Cornell "	2	...
Day, T. F.	7	...
Dayton, C. A.	1	..
Depew, Hon. C. M.	...	1
Detroit Public Library	...	1
Eames Air Brake Co.	1	...
Educational Alliance	...	1
Finley, N. W.	1	...
Gen. Society Mechanics and Tradesmen	...	1
Haines, J. P.	...	1
Harvard University	1	1
Helena Public Library	...	2
Hellman, M.	52	5
Hunt, C. W.	...	1
Ingraham, D. P.	108	134

DONOR.	Bound Vols.	Unbound Vols.
Johnson, Mrs. S.	1	...
Knickerbocker Club	1	...
Laidlaw, A. H.	1	...
McDonough, J. T.	1	...
McElwain, Mrs.	4	38
Mercantile Library	...	1
Moss, F.	1	...
Nathan, F.	1	...
N. Y. Board of Education	1	...
" Free Circulating Library	...	12
" Public Library	...	12
" Life Insurance Co.	1	...
Nordlinger, D.	4	...
Olmstead, D. H.	1	...
Palmer, Mrs.	1	...
Paterson Free Library	...	1
Pratt Library	...	1
Providence Athenæum	...	1
Read, E.	1	...
Ross, Miss	1	...
Salem Public Library	...	12
Schwab, J. C.	...	1
Smiley, Mrs.	1	1
Steers, Miss	...	10
Sulzberger, C. S.	...	12
S. S. Third Church Christ Scientist	1	...
Syracuse Public Library	...	1
Taggart, M. A.	2	...
Thomas, J. R. G.	1	...
University of Pennsylvania	...	1
" " State of New York	1	...

DONOR.	Bound Vols.	Unbound Vols.
Washington Heights Library	...	1
Wells, Miss	...	4
Westinghouse Air Brake Co	3	...
Wingate, Miss	...	17
Woodward, A	...	2
Total	259	290

Gifts—Periodicals.

Bookman.

Bulletin and Good Roads.

Christian Science Quarterly.

Christian Science Sentinel.

Collier's Weekly.

Harlem Life.

Harlem Local Reporter.

Independent.

Munsey.

Musical Trade Review.

New Church Review.

New Philosophy.

Rudder.

Strand.

REPORT OF TREASURER.

NEW YORK, June 1, 1899.

To the Trustees of the Harlem Library:

I beg to present herewith my report as Treasurer of the Harlem Library for the year ending May 31, 1899:

RECEIPTS.

Public Funds:		
City Comptroller	$2,400	
State "	200	
		$2,600 00
Rent		2,832 00
Fines		540 26
Balance on hand June 1, 1898		1,525 77
		$7,498 03

DISBURSEMENTS.

Salaries	$3,395 00
House expenses	1,458 90
Books	710 25
Binding	182 45
Sundries	799 35
Balance May 31, 1899	952 08
	$7,498 03

Of the balance on hand, $930.19 is on deposit at the Twelfth Ward Bank, and $21.89 is in currency in the cash drawer.

There is no floating debt against the library, with the exception of the past month's bills, amounting to about $60, and bill of W. H. Borman for plumbing, etc., amounting to $300.08, which bill did not reach the Treasurer until after the close of the fiscal year.

There is due the Library from the City $400 for the appropriation for the months of April and May, $200 of which sum has been received since the close of the fiscal year and duly deposited in the Twelfth Ward Bank. There is also due the Library for arrears of rent $360.

Respectfully submitted,

CYRUS L. SULZBERGER,

Treasurer.

Report of Building Committee.

To the Trustees of the Harlem Library:

Your Committee reports that during the past year the rooms in the upper part of the building have been very fairly rented, producing for the 12 months past $2,832. The expenses for the same time have been $1,458.90, whereof over $300 was for repairs and improvements in the Library Room and $572.56 was for gas for the entire building, including the Library Room.

There are now vacant four rooms. During the past year new porcelain tubs have been put in the janitor's apartments at an expense of $53. A new and complete hot-water supply has been put in at a cost of $180, which will add to the comfort of the tenants and do away with the intense heat in summer in the janitor's rooms, as well as reduce the cost of coal for this purpose.

The Trustees' room has been rented for $10 per month, and the alterations and improvements therein were paid for by the tenant, except $15 allowed by your Committee for decorating the walls.

The worn-out carpet on the floor of the Library has been replaced by linoleum at a total cost of $48.53, and some changes have been made in and around the Librarian's delivery desk at a small cost.

By a recent order of the Building Department we were required to place fire escapes on both the front

and rear of the building; but, on request of your Committee, a re-inspection was ordered with the result that the order was vacated. Your Committee, however, recommends that the facilities for getting on the roofs of adjoining buildings in case of fire be improved.

Complaint has been made by tenants about the worn condition of the carpets on the stairs and halls, and we are of the opinion that some money will be required to be spent here at an early day.

Your Committee suggests that some separate place in the Library be provided for the children.

All of which is respectfully submitted.

D. Phœnix Ingraham,
Chairman Building Committee.

UNIVERSITY OF ILLINOIS-URBANA
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Annual report.
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